



## Thompson School District Extra Duty Job Description

**Job Title:** High School FBLA Advisor

**Prepared Date:** February 3, 2011

**Reports To:** Building Principal

**SUMMARY:** *The high school FBLA advisor's primary goal is to develop programs that prepare students for careers in business and business related fields. The FBLA advisor provides quality education experiences for students in leadership, teamwork, citizenship, money management, goal development, and character development.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruits and supervises the growth and development of students to plan, organize and lead the local FBLA chapter.
- Oversees meetings and elections of officers according to FBLA guidelines.
- Assists officers with development of meeting agendas and calendar of events.
- Helps students develop a Program of Work for the local chapter.
- Prepares students for competition at the local, district, state, and national conference level.
- Coordinates the transportation/logistics of all students to and from competitions.
- Provides for the safety of students, facilities, and equipment while conducting all chapter activities.
- Organizes, supervises, and conducts fund-raising and sponsorship activities as required to support the chapter.
- Supervises and ensures that all chapter activities and other events meet national FBLA and district guidelines/policies.
- Acts as a liaison between students and school administrators.
- Maintains accurate financial records that identify all sources of revenues and expenditures associated with the chapter.
- Ensures that members understand the expectations of FBLA, and serve as good role models for the student body.
- Performs other duties as assigned by principal(s).

**EXPERIENCE:**

- Experience instructing students in classroom setting.

**SKILLS, KNOWLEDGE, & EQUIPMENT:**

- Human relations and management skills.
- Knowledgeable about classroom practice in order to successfully facilitate the learning environment, manage time, communications, and record keeping.
- Excellent oral and written communication skills.
- Knowledgeable about using technology to support instruction and enhance student learning.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Must hold current Colorado Teaching License with an endorsement in Business Education and/or Marketing Education.

**CONTACTS:** Daily contact with students, instructional staff, classified staff, building administrators, and parents.

**SUPERVISION/TECHNICAL RESPONSIBILTiy:** Supervise the daily activities of students in employee's care.

**JUDGMENT AND DECISION MAKING:** This position requires good judgment; organization skills; ability to follow instructions, policies, and procedures; independence and initiative; and ability to work in a collegial manner with others. Work is guided by Thompson School District policies and procedures.

**DIVERSITY OF DUTIES:** Duties are of a somewhat diversified nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents. Duties require the use of independent thinking and judgment.

**SAFETY TO SELF AND OTHERS:** In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.

We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to instruct, communicate, coordinate and use interpersonal skills; frequently required to compare, analyze, evaluate, and; occasionally required to compute, synthesize, compile and negotiate.

**NOTE:** These statements are intended to describe the general nature and level of work being performed by advisors. They are not intended to be an exhaustive list of all responsibilities, skills, and duties required of teachers.